



Job Opportunity

State Controller's Office

Position: Office Technician (Typing)

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: 5/16/00

Final Filing Date: Until Filled

Contact/Telephone:

Christine Silvia, 916-323-8472

Free Parking Provided

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. Applications without proof of list status may be rejected.

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-1139-008

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction from a Staff Services Manager I (Supervisor), this position is expected to have regular detailed and sensitive public contact regarding Intrastate and Interstate Compliance and Reciprocity Agreements with holders of unclaimed property, which will involve knowledge and application of detailed regulations, policies, and procedures. The incumbent is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. Good judgement and the ability to communicate effectively is of primary importance. The following are the specific functions the incumbent will be performing:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Independently originate memorandums and letters for the Intrastate and Interstate Compliance/Liaison and Reciprocity Manager. Ensure that all correspondence conforms with the Department/Division guidelines for format, spelling, punctuation, and grammar. Design and prepare reports, charts, tables, or graphs, as directed where subject matter knowledge of the material is required. Direct all incoming calls to appropriate staff. Determine which employee or unit should receive the mail and documents for problem solving disposition. Prepare travel claims and itineraries. Maintain calendar of appointments and schedule meeting for the Unit Manager and staff.
- Identify holders who have reported only equity-related property and distribute information to appropriate staff. Log information into a database and generate initial compliance letters along with unique or readily identifiable report forms. Track and update incoming reports against database and verify reports and funds remitted.
- Compare databases against Unclaimed Property cardex files and key enter any holder not on the Unclaimed Property database. Generate initial compliance letters along with unique or readily



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identifiable report forms. Track and update incoming reports against the database and verify reports and funds remitted. Inform Unit Manager of potential audit candidates.

- Initiate and log information into the database and generate initial compliance letters with unique or readily identifiable report forms for holders reporting through an agent.
- Responsible for allocating material and cross files in a complex filing system and providing guidance to support staff on work flow and priorities. Purge file materials upon evaluation of the information as to future usefulness, sensitivity or problem area, and probability of problem recurrence.
- Respond to technical questions from the general public and other State agencies regarding California's Unclaimed Property Law.
- Provide support for the unit and backup support for the Bureau of Unclaimed Property.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Christine Silvia